



MANAGEMENT 1

Management for the Company Officer



Course Outline

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Course Objectives: To provide the student with...

- a) An overview of the roles and responsibilities of the company officer.
- b) Information on the legal impacts on the company officer.
- c) Considerations for resolving labor/management issues and grievances.
- d) Methods for improving company performance and professional development.
- e) Information on the company officers role in providing for fire fighter health and safety.
- f) An overview of the purpose and function of records and reports.
- g) The role of the company officer in community relations.

Course Content 40:00

Unit 1: Course Introduction (1:00)

1-1 Orientation And Administration1:00

Unit 2: The Company Officer's Role (7:30)

2-1 Purpose And Function Of Management Components Within An Organization1:00

2-2 Roles And Responsibilities Of The Company Officer1:00

2-3 Planning, Organizing, And Prioritizing Work Assignments1:00

2-4 Assigning Tasks And Responsibilities To Company Member's0:30

2-5 Methods Used For Interpreting And Implementing Department Policies1:30

2-6 Procedures For Writing A Proposal For A New Policy Or A Change To An Existing Policy1:30

2-7 The Fire Officer's Role In Implementing Fire Department Personnel Procedures1:00

Unit 3: Legal Responsibilities (3:30)

3-1 The Impact Of Legal Mandates On The Fire Service2:30

3-2 Supervisory Practices And Impacts Relating To The Fire Fighter Bill Of Rights1:00

Unit 4: Labor Management (3:00)

4-1 Labor Relations Agreements In The Fire Service0:30

4-2 Overview Of Labor/Management Issues0:30

4-3 Processes Used In Resolving Labor/Management Issues0:30

4-4 Procedures For Handling Grievances1:30

Unit 5: Company Performance And Professional Development (5:00)

5-1 Methods Used To Conduct Performance Evaluations2:00

5-2 Procedures For Maximizing Company Performance2:00

5-3 Professional Development Planning For Company Members1:00



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Unit 6: The Promotional Process (2:00)

6-1	Considerations For Participating In A Planned Promotional Process	1:00
6-2	Scoring Methods And Evaluation Factors In A Promotional Process	1:00

Unit 7: Health And Safety (7:30)

7-1	Laws, Regulations, And Acts That Apply To Fire Fighter Health And Safety	1:00
7-2	Purpose Of Fire Fighter Health And Safety Reports	0:30
7-3	Recognizing Occupational Hazards Affecting Fire Fighters	1:30
7-4	Accident Investigation Techniques	1:30
7-5	Fire Service Health And Safety Initiatives	1:00
7-6	Physical And Mental Readiness Of Fire Fighters	1:00
7-7	Application Of An Employee Assistance Program	1:00

Unit 8: Reports And Records Management (4:00)

8-1	Purpose And Function Of Administrative Reports	0:30
8-2	Purpose And Function Of Records And Reports	0:30
8-3	Report Writing Techniques	2:00
8-4	Preparing An Administrative Report	1:00

Unit 9: Community Relations (2:30)

9-1	Role Of The Company Officer In Public Education	0:30
9-2	Factors That Affect Fire Department Services To Meet Community Needs	1:00
9-3	Methods For Responding To Public Inquires	1:00

Formative Tests	3:00
Summative Test	1:00

STEALING PREVIEW